

Standard Operating Procedure
Automated Traffic Violation Enforcement System
Vehicle Height Monitoring System
(Commercial Vehicle Automated Enforcement)

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ATVES Director



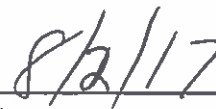
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MAYOR



Approval – Director, Automated Traffic
Violation Enforcement System



Approval – Director,
Department Of Transportation



Date



Date

Automated Traffic Violation Enforcement System
Vehicle Height Monitoring System

Standard Operating Procedure

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1. Purpose

The purpose of this directive is to establish procedures for the Vehicle Height Monitoring System for the City of Baltimore. The Vehicle Height Monitoring System is an automated enforcement tool that uses cameras and computer technology, to capture (photograph and video) violations committed by drivers of commercial vehicles, operating on roadways which are posted as not for use by trucks/commercial vehicles for specific time periods or prohibited operation at any time period and/or to enforcement local delivery only truck zones/routes.

The Vehicle Height Monitoring System cameras will be positioned at specifically identified locations in Baltimore City. All locations will be adequately signed, advertised in the newspaper and placed on the Baltimore City Department of Transportation (DOT) website at least fifteen (15) days before enforcement.

Baltimore City's Vehicle Height Monitoring System is operated by the Automated Traffic Violation Enforcement System (ATVES) of the Baltimore City DOT. The DOT ATVES is assisted by other City agencies, to include; the Baltimore Police Department (BPD), the Bureau of Revenue Collection, and the Mayor's Office of Information Technology (MOIT).

The ATVES program is created with the goal of:

- Improving the quality of life for Baltimore City residents, and those persons conducting business in, and visitors to the City, by advocating for and maintaining a safe and orderly transportation system.
- Reducing fatalities and injuries resulting from red light running, speeding, and other motor vehicle and pedestrian traffic violations.
- Improving pedestrian and motorist safety, reducing property damage and loss, and to decrease pedestrian/motor vehicle crashes.
- Analyzing roadway locations with a safety concern, to consider beneficial alternatives, including DOT and BPD practices, roadway alterations or modifications, alternate routes, and other implements, in lieu of the use of Automated Traffic Enforcement (Vehicle Height Monitoring System cameras).
- To install and maintain automated traffic enforcement solutions (cameras) when it is determined that this solution is in the best interest of safety, property, and efficiency.

The DOT, ATVES, and the BPD are responsible for the evaluation and selection of locations in which traffic safety may be improved by the Vehicle Height Monitoring Systems. When applicable, the ATVES shall also make recommendations for non-enforcement solutions, including; signal and signage changes, markings, and other engineering improvements to promote safety, efficiency, and to reduce property damage.

It is imperative that the ATVES be staffed by trained personnel who fully comply with the regulations required by this and other ATVES Standard Operating Procedures.

2. Scope

This Standard Operating Procedure pertains to the evaluation and recommendation or non-recommendation of potential locations for the placement of Vehicle Height Monitoring System cameras.

3. Prerequisites

Please see the Maryland Vehicle Law and the Baltimore City Code, referenced in Part 6 of this Standard Operating Procedure.

4. Responsibilities

Director of the ATVES

The Director of the ATVES shall maintain a listing of potential ATVES Vehicle Height Monitoring System locations. These locations may be proposed the community (including residents and businesses), governmental leaders, the DOT, the BPD, other City agencies and employees, as well as others who have an interest in the City's traffic safety. The Director of the ATVES shall convene a committee (the ATVES Location Evaluation Committee), to evaluate potential ATVES Vehicle Height Monitoring System locations using traffic data, and other information assembled. The Director of the ATVES shall prepare the Location Evaluation Committee's rulings, suggestions, and/or recommendations, for each location considered. ATVES Vehicle Height Monitoring System locations shall be categorized as; approved, pending consideration or action, disapproved, and/or recommended for other actions. This information shall be submitted to the Director of the DOT for final approval, disapproval, or additional action.

ATVES Supervisor

The ATVES Supervisor shall review and assess background information obtained and forms prepared regarding each potential ATVES Vehicle Height Monitoring System location. The ATVES Supervisor shall also assemble and track the results of locations where Vehicle Height Monitoring System enforcement has been established. The Supervisor shall forward findings to the Director of the ATVES or reassign the location to ATVES employees for more study.

ATVES Employees

The Director and Supervisor of the ATVES shall assign ATVES employees to obtain and document available background information on each potential Vehicle Height Monitoring System enforcement location. This information includes but is not limited to; crash data, violation counts, vehicle counts, roadway design and surroundings, existing and proposed traffic control devices, and the DOT, the BPD, and the community's suggestions and comments.

ATVES Location Evaluation Committee

The Director of the ATVES shall convene a Committee to evaluate potential ATVES Vehicle Height Monitoring System locations including any background information obtained as well as the results of enforcement where automated enforcement has been established. The ATVES

Location Evaluation Committee shall meet at least monthly. The Director of the ATVES shall prepare the Committee's suggestions and recommendations for each location considered. Locations requiring additional study or safety enhancements will be assigned to ATVES employees for follow-up. Locations approved by the Committee for Automated Vehicle Height Monitoring System enforcement will be submitted to the Director of the DOT for final approval, disapproval, or additional action.

The ATVES Location Evaluation Committee shall be comprised of:

The Director of the ATVES (Chair)
The Chief of the BPD or his/her representative.
The DOT Deputy Director of Traffic, or his/her representative
The DOT Deputy Director of Signals, or his/her representative
The DOT Zero Deaths Baltimore Director or his/her representative
The ATVES Ombudsman
The Supervisor of the ATVES

Four committee members must participate to establish a quorum, one of which shall be a BPD representative.

5. Procedure

Evaluation of ATVES Vehicle Height Monitoring System Camera Placement Locations

Each potential ATVES Vehicle Height Monitoring System camera location shall be evaluated by the ATVES Location Evaluation Committee to determine if automated enforcement and/or other intervention methods will increase safety or the quality of life at the location and the surrounding community. This evaluation will also consider whether there are any potential disadvantages regarding the use of automated enforcement at the location and will determine if the use of automated enforcement will correct or help mitigate concerns.

The ATVES staff will assemble all reasonably available data and information for each location to be considered. This data, will be submitted to the ATVES Location Evaluation Committee for consideration.

The ATVES Location Evaluation Committee will focus on information gathered from the community regarding quality of life issues including, large trucks on residential streets when other truck routes are available. Other criteria, including fatal and injury accident data, intersections with large numbers of angle accidents, and instances with an elevated proportion of all types of accidents will take precedence in consideration. The Committee will also evaluate each approach or corridor separately. Supplementary data will be considered as secondary indications of the need for automated enforcement, or other factors to consider.

By Law (see Part 6 of this SOP), there shall be no more than six ATVES Vehicle Height Monitoring System cameras in operation in the City at any one time.

Data and Information for ATVES Location Evaluation Committee Consideration
Commercial Vehicle Enforcement – Primary Considerations

- Community concerns
- Safety concerns
- Properly signed and advertised roads as a no truck zone
- Permitted trucks and other exempted vehicles
- Non permitted vehicles use of designated no truck routes

Commercial Vehicle Enforcement – Secondary Considerations

Pedestrian and Special Traffic Concerns

- Crashes
- Pedestrians walking or biking, including crossing or use of roadway
- Residential vs. commercial zone
- Mass Transit (stops and routes)

Commercial Vehicle Enforcement – Other Factors to Consider

Vehicle Counts (if available)

- Truck volume from each approach (violations)
- Number of lanes
- Turn lanes
- Intersections, driveways, ramps and entrances
- Grade and hills
- Transit stops and routes
- Parking
- Sight distance
- Markings
- Community information and requests
- Police Department information and requests
- DOT information and requests
- City Government information and requests
- Other information and requests
- Budget constraints

Current or Pending Roadway Changes

- Current or pending construction of the roadway
- Current or pending construction of surrounding infrastructure affecting the right of way
- Pending route changes

Non Enforcement Solutions for Commercial Vehicle Camera Deployments

- Intersection and roadway alterations and modifications that are available and budgeted
- Signage, signals, roadway, marking changes, and other enhancements available
- Alternative routes

Recommendations of the ATVES Location Evaluation Committee

The ATVES Location Evaluation Committee will assess all data and other information submitted by the ATVES staff. The Committee may also perform their own study regarding concerns for the safety and utility of any prospective or existing Camera Location.

After assessing all available and pertinent information regarding each location, the Committee shall issue one of the following rulings:

- Approved - Automated Enforcement approved
- Disapproved – Recommendation for location improvements other than Automated Enforcement
- Disapproved – Location does not merit automated enforcement at this time
- Hold for additional consideration
- Hold for additional study
- Other recommendations

The Director of the ATVES shall prepare the Location Evaluation Committee's rulings, suggestions, and/or recommendations, for each location considered. This information shall be submitted to the Director of the DOT for final approval, disapproval, or additional action.

6. *References*

- Maryland Code, Transportation Article: 24-111.3.
- Baltimore City Code: Article 31, Subtitles; 34-1 through 34-6.